



## **POSITION DESCRIPTION**

Title: **SENIOR VICE PRESIDENT/EXECUTIVE DIRECTOR,  
CENTER FOR CIVIC ENGAGEMENT**

Over the past 35 years, The San Diego Foundation has granted out more than \$750 million to critical nonprofit organizations throughout the region. The Foundation's impact reaches far and wide, with eight community foundations established throughout San Diego County: Carlsbad, Oceanside, Escondido, La Jolla, Rancho Bernardo, 4S Ranch~Del Sur, Chula Vista and Ramona.

The Foundation proudly grants more than \$60 million each year to outstanding nonprofits throughout the county in areas such as the environment, arts and culture, science and technology, civil society, health and human services and disaster relief. More than 1,600 individuals, families and corporations house their philanthropic funds at The Foundation. These include endowment, non-endowment, legacy and scholarship funds. Among the thousands of funds housed at The Foundation, we are proud to include funds established by Sol and Helen Price, The Reuben H. Fleet family and Audrey Geisel.

The mission of The San Diego Foundation is to improve the quality of life in all of our communities by providing leadership for effective philanthropy that builds enduring assets and by promoting community solutions through research, convenings and actions that advance the common good.

## **VALUES FOR THE FOUNDATION**

### **Stewardship**

We hold The San Diego Foundation in the public trust, maintaining the highest standards of integrity in donor relations, community service, institutional governance, and fiscal management.

### **Community**

We value The Foundation's unique capacity to provide an inclusive forum for civic engagement that promotes responsible and impactful philanthropy and collective community action informed by shared values and diverse beliefs.

### **Collaboration**

We partner with volunteers, community leaders, as well as civic and nonprofit organizations to provide high-impact programs, services and knowledge that benefit the broadest possible constituency.

**Inclusion & Equity**

We respect and value the contributions and experiences of all members of our community in the work that we do.

**Service**

We engage in action that promotes the common good. We commit ourselves to fully embrace that calling for as long as the need exists.

**Legacy**

We honor the contributions of those who have worked tirelessly in the past to ensure the well-being of the San Diego region, and pledge to support those who will carry on that legacy.

The San Diego Foundation holds the belief that we must first understand before we can act. Consistent with that belief, the mission of The Malin Burnham Center for Civic Engagement is to serve as the region's principal convener and resource for research and policy dialogues, to train young leaders and to bring together government, business, philanthropy, academia, and the media to work together on pressing regional challenges. Moreover, The Center for Civic Engagement will be widely recognized as a center of excellence on philanthropy and social responsibility.

A ground-breaking cornerstone for civic participation, The Center for Civic Engagement will offer a gathering place where a broad cross-section of San Diegans engage in the civic life of their communities and the region, with the goal of facilitating positive, transformational social change to improve quality of life in the region and inspire people to give – and to do.

The Center for Civic Engagement will train forward-thinking community leaders, support focused, timely and interdisciplinary programs, and will proactively shape public knowledge and dialogue in the San Diego region. This new institutional framework will enable The Foundation to play a catalytic role in leadership training, community problem solving, civic education and policy analysis.

The Center for Civic Engagement will be managed by a Senior Vice President/Executive Director (SVP/ED) who is an experienced researcher and scholar with public policy expertise.

The SVP/ED will position The Center for Civic Engagement to take a leadership position and become a catalyst for change, convening forums and working side-by-side with partners in all sectors to effect measurable results in important areas of community life. This position will provide leadership, management and overall direction to The Center's grant-making, community programs, and special projects. This includes strategic planning, program development and policy direction.

**Community and Public Relations**

Assures the organization and its mission, programs, products and services consistently present a strong, positive image to relevant stakeholders.

## **Fundraising**

Oversees fundraising, including planning and implementation, identifying resource requirements, researching funding sources and establishing strategies to approach funders.

## **PRINCIPAL DUTIES/POSITION GOALS**

- 1. To serve as a forum, facilitator, and forceful proponent for civic engagement across the San Diego region, sponsoring informed dialogue among communities, government, business, philanthropy, academia, and media that will mobilize both civil society and policy makers to address key issues in our region**

### **Strategies:**

- Convene stakeholder groups to identify strategic priority issues;
- Form steering committees for each issue;
- Establish specific goals and strategies;
- Commission research on regional forecast for each issue, publish results and disseminate widely;
- Engage community activists and decision makers by convening meetings to assess research results and evaluate goals;
- Host quarterly symposia on strategic priority issues.

### **Anticipated Outcomes:**

- Identification of three priority issues through public dialogue and research;
- Ad-hoc committees formed and meetings scheduled;
- Achievable goals set per issue;
- Production of issue papers, covered in web, print and other electronic media;
- Briefing sessions for stakeholders held to discuss white papers and action plans;
- Major symposia held for broad public input.

- 2. Foster socially responsible philanthropy in the San Diego region**

### **Strategies:**

- Create and support regional and issue oriented funds;
- Partner with local charitable foundations and develop community-based philanthropic initiatives;
- Engage donors in CCE's strategic priority issues by sponsoring donor briefings with local officials and experts.

### **Anticipated Outcomes:**

- Created or strengthened at least six new regional or issue-oriented funds.
- Donor briefings sponsored throughout the county.

### **3. Develop and support informed civic leaders**

#### **Strategies:**

- Host and fund fellowship and internship programs to develop leaders engaged in interdisciplinary research on critical issues affecting the region;
- Provide training, technical assistance and capacity-building for non-profit organizations;
- Train young elected and appointed officials in policy analysis;
- Hold an annual regional conference on civic engagement for philanthropists, academics and civic leaders.

#### **Anticipated Outcomes:**

- Tom Murphy Fellows and CCE Interns completed research papers on three strategic issues;
- Hosted policy seminars for public officials;
- Hosted one major conference on civic engagement.

### **4. Serve as a resource for state-of-the-art research about social, economic and environmental problems and best practices among regional decision makers, foundations, donors, and not-for-profit practitioners**

#### **Strategies:**

- Commission research of the highest quality;
- Test and evaluate innovative community-driven solutions that may be replicated throughout the region and elsewhere;
- Publish and widely disseminate findings and recommendations for public and private decision makers;
- Create an endowed chair to provide intellectual and scholarly leadership for TSDF's strategic community philanthropy.

#### **Anticipated Outcomes:**

- Three research programs funded and underway, including an evaluation of community-based projects in issue area;
- Production of issue papers, covered in web, print and other electronic media;
- Endowed chair funded; prominent scholar invited.

### **5. Be a replicable model for community leadership in civic engagement strategies**

#### **Strategies:**

- Build into program design front end and formative evaluation indicators;
- Comprehensively evaluate CCE's process and impact.

#### **Anticipated Outcomes:**

- Established clear metrics for midterm and year-end benchmarks;
- Reported to TSDF Board on progress against metrics and overall goals; included analysis of stakeholder surveys.

## **SUPERVISES**

Center for Civic Engagement and the Community Partnerships Department

## **SUPERVISION RECEIVED**

Reports directly to the President & CEO

## **CONTACTS INTERNAL**

All employees  
Board Members  
Committee Members

## **CONTACTS EXTERNAL**

Foundation Visitors  
Donors  
Other non-profit agencies  
Local, regional and national foundations  
Local, regional and national community, business and political leaders

## **QUALIFICATION AND EXPERIENCE REQUIREMENTS**

- Masters degree required; JD, MBA or Ph.D. preferred
- Minimum of fifteen years experience in a private or community foundation, or in senior management position of a large nonprofit or for-profit organization
- Demonstrated leadership and organizational skills, able to engage and convene, and build collaboration with diverse constituents
- Broad knowledge of the range of issues facing urban, suburban and semi-rural communities
- Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors
- Solid skills in staffing effectively; selecting, training and developing employees; directing employees toward desired objectives; delegating, motivating, and resolving problems
- Interdisciplinary and innovative thinking skills, as well as pragmatic
- Strong ability to analyze, think critically and to explain alternatives clearly
- Strong interpersonal skills including the ability to foster and encourage teamwork, ability to inspire and motivate, and effectively manage conflict
- Culturally competent
- Experience managing multiple and complex projects and programs
- Extensive volunteer management experience
- Strong ability to persuade and influence
- Outstanding writing skills
- Outstanding speaking and presentation skills

## **ADDITIONAL QUALIFICATION AND EXPERIENCE PREFERRED**

- Understanding and knowledge of the San Diego community
- National and regional foundation relationships

- Proven track record in administering complex competitive grantmaking programs

### **LANGUAGE SKILLS**

- Ability to read, write and speak English fluently
- Spanish fluency preferred, but not required

### **JUDGMENT/REASONING ABILITY**

- Use of good judgment and own initiative
- Logical thought process

### **OTHER SKILLS AND ABILITIES**

- Professional attitude and demeanor
- Detail oriented
- Computer literate, Microsoft Word and Excel
- Able to prioritize and organize
- Flexible and innovative

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## **APPLICATION PROCESS**

*Applications and nominations, accompanied by cover letters and current resumes or curriculum vitae, should be addressed to:*



executive search consultants

Alberto Pimentel  
Managing Partner

Will Gates  
Partner

1111 Corporate Center Drive, Suite 106  
Monterey Park, CA 91754  
323.260.5040  
323.260.7889 (FAX)

***Electronic submissions are preferred***  
**Please submit to: [APsearch@storbeckpimentel.com](mailto:APsearch@storbeckpimentel.com)**

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All correspondence will remain confidential.